



# PENISTONE TOWN COUNCIL

ST. JOHN'S COMMUNITY CENTRE  
Church Street, Penistone, Sheffield S36 6AR  
Tel: 01226 370088/370857



Town Clerk: Nigel Bailey  
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## SUMMONS

9<sup>th</sup> May 2024

Dear Councillor,

You are hereby summoned to the committee meeting of the Finance and HR Committee to be held on Monday 13<sup>th</sup> May 2024 at 7.00 pm in the Bar Room in the St. John's Community Centre.

Yours sincerely,

Nigel Bailey  
Town Clerk and Responsible Officer

### **COMMITTEE MEMBERSHIP**

Cllr J. Palmer (Chair), A Kimberley (Vice-Chair), Cllr W. Chadburn, Cllr L. Crisp, Cllr J. Cutts, Cllr C. Dodson, Cllr J. Kitching, Cllr M. Lowe-Flello (Town Mayor – ex officio), Cllr F. Nixon, Cllr N. Perkins, Cllr D. Walker.

### **AGENDA**

- 1. To receive any apologies and reasons for absence.**
- 2. To receive any declarations of personal or prejudicial interests.**
  - 2.1** In accordance with Section 31 of the Localism Act 2011 members to declare any disposable pecuniary interests in items on this agenda
  - 2.2** The Town Clerk to report any written dispensations in respect of items on this agenda
- 3 Exclusion of Press and Public – Public Bodies (Admissions to Meetings Act 1960) s. 1 (2)**

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

4. To discuss changing PTC bank account to one of a) Business Reserve Account b) 35 day notice account c) 95 day notice; with recommendations to Council. (deferred from FHR meeting 11.03.2024)
5. Update on Paramount shift responsible staff member – to review proposed staff structure and pay scale with recommendations to full Council.
6. To note and discuss the internal audit document 2024.
7. Latest accounts overview (Finance Officer, verbal report)
8. Date of next meeting (post annual meeting)